

WebTADS Leave Planner

Approver Functions

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Purpose

- ◆ Provide an electronic means of approving leave requests in WebTADS.
- ◆ The Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor / approver.

Reason

- ◆ Per a memo from the Agency Administrator date May 16, 2002:
 - Employees will electronically request leave
 - Supervisors will electronically approve / disapprove within 48 hours
 - 48 hours after notification of the request, the leave request is automatically approved

Approving a Leave Request

- A request is routed to a single approver. However, other approvers who have access to that organization can approve the request via the List Timesheets page.
- The approver is notified via a system-generated e-mail message that a request has been submitted. This task is also indicated by a palm tree icon on the List Timesheets page.

	NAME	PHONE	RT	REG	OT	EARN	LV	OTH	TOTAL	APPROVED	HISTORY	EDIT	ROUTES	PPPA	OT	LV
	BEAR, BALOO B (120)	256-555-1111	DISNY	72.0	0.0	0.0	8.0	0.0	80.0	N						1
	BEAUTY, BELLE B (120)	256-555-5555	DISNY	72.0	0.0	0.0	8.0	0.0	80.0	N						
	BOY, PINOCCHIO P (120)	256-555-3333	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N						
	CARPET, ALADDIN A (120)	256-555-7777	DISNY	72.0	0.0	0.0	8.0	0.0	80.0	N				(1)		
	CAT, CHESHIRE C (120)	256-555-3333	DISNY	72.0	0.0	2.0	8.0	0.0	82.0	N						
	COWBOY, WOODY C (120)	256-555-6666	DISNY	80.0	0.0	8.0	0.0	0.0	88.0	N				(2)	(1)	

Approving a Leave Request

- ◆ The employee's leave calendar will appear with requested leave type and hours on the day(s) the employee is planning to be off.

 **WebTADS** TEST (TRAINING) Welcome: ALICE WONDERLAND System: Normal Today is 03/16/2004


[My Timesheet](#) [List Timesheets](#) [Online Support](#) [Logout](#)

January 2004 Leave Planner: BEAR, BALOO B (120)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 PPE
11 PPB	12 AL(8.0)*	13 AL(8.0)*	14 AL(8.0)*	15 AL(8.0)*	16 AL(8.0)*	17

03/18/2004

Approving a Leave Request



- The approver's actions include:
 - ◆ Withdraw
 - ◆ Approve
 - ◆ Disapprove
 - ◆ History
- Upon approval / disapproval, an email notification is sent to the employee (and initiator if different).

Leave Request: BEAR, BALOO B (120)  		
<input type="button" value="Withdraw"/>	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>
<input type="button" value="History"/>		
Initiator:	WONDERLAND, ALICE A (120)	
Approver	USER X, ROOT X (120)	
Status	Submitted for Approval	
		Justification: Disneyland :)


Hour Type	Hours Requested	Days
Annual Leave (AL)	40.0	01/12, 01/13, 01/14, 01/15, 01/16


Leave Planner - Organization

























Click the LV icon in on the List Timesheets toolbar.

 **WebTADS** TEST (TRAINING) Welcome: ALICE WONDERLAND  System: Normal Today is 03/16/2004

[My Timesheet](#) [List Timesheets](#) [Online Support](#) [Logout](#)

Select Organization: DISNY Normal (01/11/2004 - 01/24/2004)  [hide hour](#)

 **LV**

	NAME	PHONE	RT	REG	OT	EARN	LV	OTH	TOTAL	APPROVED	HISTORY	EDIT	ROUTES	PPPA	OT	LV
	BEAR, BALOO B (120)	256-555-1111	DISNY	72.0	0.0	0.0	8.0	0.0	80.0	N						 (1)
	BEAUTY, BELLE B (120)	256-555-5555	DISNY	72.0	0.0	0.0	8.0	0.0	80.0	N						
	 BOY, PINOCCHIO P (120)	256-555-3333	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N						
	CARPET, ALADDIN A (120)	256-555-7777	DISNY	72.0	0.0	0.0	8.0	0.0	80.0	N				 (1)		
	CAT, CHESHIRE C (120)	256-555-3333	DISNY	72.0	0.0	2.0	8.0	0.0	82.0	N						
	 COWBOY, WOODY C (120)	256-555-6666	DISNY	80.0	0.0	8.0	0.0	0.0	88.0	N				 (2)	 (1)	

Leave Planner - Organization

This displays requests for all employee within an organization.

1 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC **2** [show initials](#) | [hide hours](#) **3**

January 2004 Leave Planner - Org: DISNY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 CRAB, SEBASTIAN C (120)-SL(8.0)	8	9	10 PPE
11 PPB	12 BEAR, BALOO B (120)-AL(8.0)*	13 BEAR, BALOO B (120)-AL(8.0)*	14 BEAR, BALOO B (120)-AL(8.0)*	15 DUCK, HUEY D (120)-AL(8.0) BEAR, BALOO B (120)-AL(8.0)* CRAB, SEBASTIAN C (120)-AL(8.0)	16 DUCK, HUEY D (120)-AL(8.0) BEAR, BALOO B (120)-AL(8.0)* CRAB, SEBASTIAN C (120)-AL(8.0)	17

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Leave Planner - Organization

1. Monthly navigation up to 1 year in the future.
2. Option to display the employees full name or initials.
3. Option to display the requested hours next to the employee's name.
4. Displays all employees within the org requesting leave on a daily basis.

Approver

- A request is routed to a single request approver.
- The approver is selected from the timesheet approver list.
- Use of the leave planner is up to the discretion of the approver.

Approve / Disapprove

- Approvers have the option to “Approve” or “Disapprove” a request at any time.
- Approved request may be disapproved (and vice versa).
- Automatic e-mails are generated when requests are submitted, approved and disapproved.

48 Hour Approval Rule

- Lack of action from an Approver will result in submitted requests automatically being approved after 48 hours.
- 48 hours = 2 business days

Reference Documents

WebTADS Online Support provides additional documentation.



WebTADS Online Support

AGENCY INFO

Support Home

FAQ

Timesheet

OT Request

LV Planner

Icon Definitions

Hour Types

About WebTADS

What's New?

WebTADS will automatically **Pre-Fill Holidays** on your timesheet.



[Click here for more Pre-Fill Holiday information.](#)

WebTADS can electronically process and approve **Overtime and Leave Requests**.



[Click here for more OVERTIME Request information.](#)



[Click here for more LEAVE Request information.](#)